

## **Request for Information**

### **PURPOSE:**

The ADDPC seeks community input to support the Five Year State Plan, ideas to develop a scope of work, or to gauge the unmet needs and gaps in services in the community. The Council may use this information to support a project activity listed within the Council's work plan.

### **POLICY:**

The ADDPC staff, with input from the Grants and/or Executive Committee, will issue a Request for Information on an annual basis, to seek input on general projects or ideas that may be considered for future funding.

Council members with staff will be involved in developing work plans on an annual basis, based on the Five Year State Plan. Work plans are developed to support the Goals and Objectives of the Council and show details for specific activities, funding recommendations, committee involvement, and output and outcome measurements.

### **PROCEDURE:**

1. A Request for Information (RFI) will be used to support a specific activity already outlined in the work plan when more information is needed from the community to gauge the level of interest and support for the project idea; or to obtain community feedback for new activities that fall within the identified Goal areas.
2. Council staff is charged with developing the template for the RFI and to manage its release and review of applications that have been submitted.
3. An RFI shall be released on an annual basis between September – November of the calendar year. Applicants will be provided instructions on the type of information the Council is seeking and due date of application.
4. Applications that are received will be reviewed by both staff and the Executive Committee for discussion and next steps.

5. Next steps may include developing a scope of work, further refinement of the annual work plan, and future partnership with the applicant on an idea that does not require funding from the ADDPC, or to hold on the applications and consider potential funding at a later time in the fiscal year.